

Use the following list of commonly used, fictitious names, cities, and tax Id & social security numbers to conduct searches for invalid/fictitious SCIMS records:

**Last Name Search Criteria** (Type these names in the Last Name box & search)

- “Mouse”
- “Duck”
- “Delete” or “Deleted”
- “Invalid”, “Void”, or “Null”
- “Doe” (John)

Feel free to conduct other searches for fictitious names that may have been used to indicate a fictitious SCIMS record. Once you have identified any such record, determine whether or not they are indeed fictitious records, and target them for deletion.

For the next step, for each of the records targeted for deletion, go into each individual record in order to determine whether or not the participant is listed under FSA, NRCS, or both FSA & NRCS program participation. To do this, you must click on the person’s name to go into the record. Scroll down the page to the Program Participation section of the record and look to see AG NRCS Customer listed under the section.

Scenario 1: If the record has only FSA listed, do nothing to the record at all. Just make a note to let FSA know that the record is fictitious or invalid and FSA will clean up their own records.

Scenario 2: If the record has FSA and NRCS listed under the program participation section, click on the link next to AG NRCS Customer (ONLY NRCS), that says Select For Deletion. Proceed from there and once finished, scroll to the bottom of the SCIMS record and click SUBMIT. This will put the record on FSA’s list only. Make a note to let FSA know that the record is fictitious or invalid, and FSA will clean up their own records.

Scenario 3: (Final Scenario) If the record only has AG NRCS Customer listed under the Program Participation section, click the link that says Select for Deletion. Proceed from there, and once finished, scroll back towards the top of the SCIMS record page, and change the status from ACTIVE to INACTIVE status. This option appears in a drop down list towards the top on the left side just above the RACE TYPE section. Once INACTIVE RECORD is selected, scroll to the bottom of the page and click SUBMIT.

At this point, we are finished and have done our part to clean up the SCIMS database. Continue to help the FSA office as individual instances may come up where we may need to verify a customer for them. Contact Travis Watkins with any questions or concerns at (717) 237-2147 or at [travis.watkins@pa.usda.gov](mailto:travis.watkins@pa.usda.gov).